

Gmail: Send Emails from a Google Group or Alias

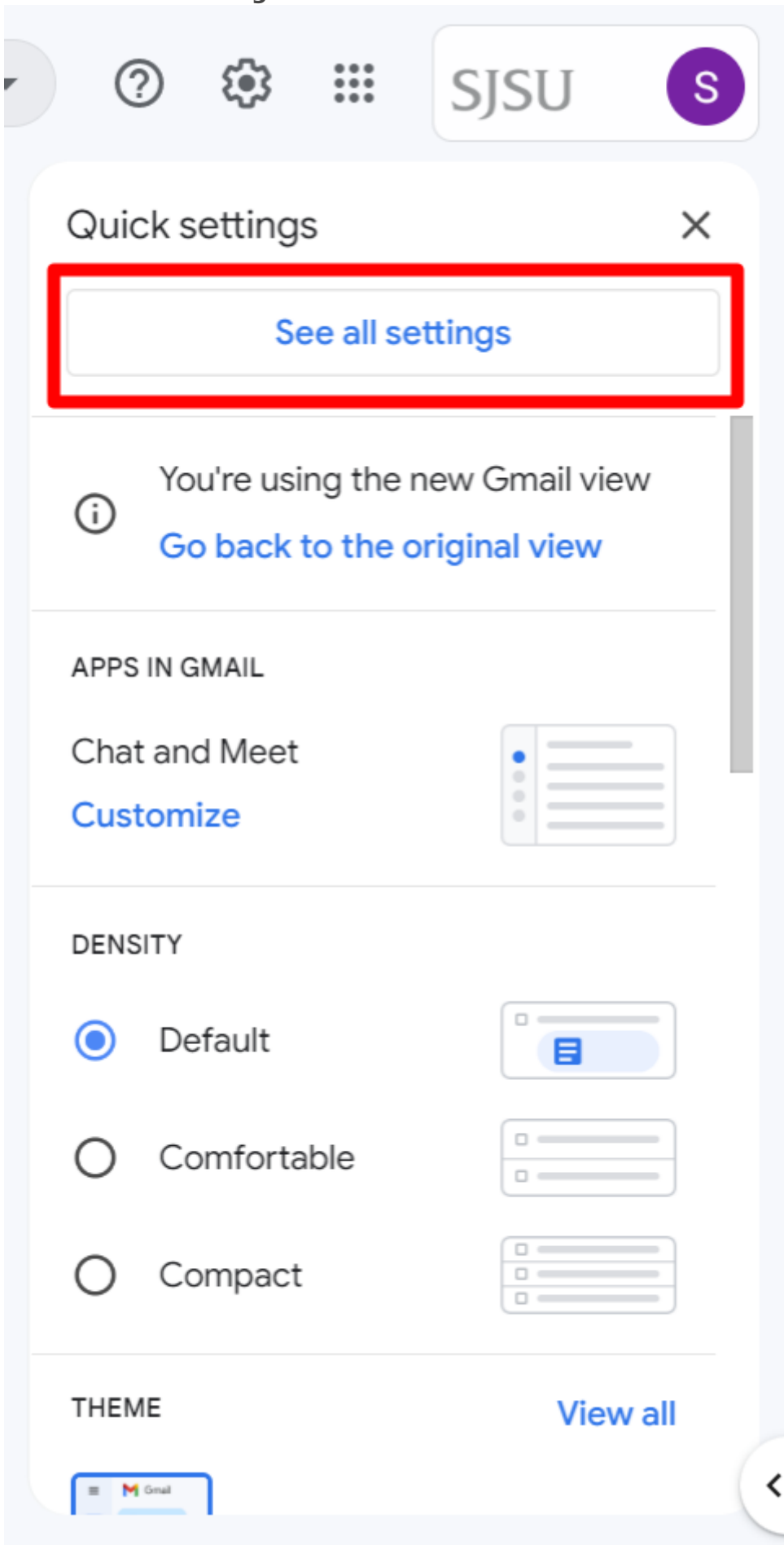
If you have an alternate email that you would like to send emails from through your gmail account or if you are apart of a Google Group and need to send emails on its behalf, follow the instructions below to add the addresses.

Add an Address You Own

1. Navigate to gmail.com and login to you **SJSU gmail account**
2. In the top right, click the **gear symbol**



3. Select **See all settings**



4. Click the **Accounts and Import** or **Accounts** tab

Settings

[General](#) [Labels](#) [Inbox](#) **[Accounts and Import](#)** [Filters and Blocked Addresses](#) [Forwarding and POP/IMAP](#)
[Add-ons](#) [Chat and Meet](#) [Advanced](#) [Offline](#) [Themes](#)

5. In the "Send mail as" section, click **Add another email address**.

Settings

[General](#) [Labels](#) [Inbox](#) **[Accounts and Import](#)** [Filters and Blocked Addresses](#) [Forwarding and POP/IMAP](#)
[Add-ons](#) [Chat and Meet](#) [Advanced](#) [Offline](#) [Themes](#)

Change account settings: [Google Account settings](#)

Change your password and security options, and access other Google services.

Import mail and contacts: Import from Yahoo!, Hotmail, AOL, or other webmail or POP3 accounts.

[Learn more](#)

[Import mail and contacts](#)

Send mail as:

(Use SJSU Mail to send from your other email addresses)

[Learn more](#)

Samuel Sherrill <samuel.sherrill@sjsu.edu>

[edit info](#)

[Add another email address](#)

Check mail from other accounts:

[Learn more](#)

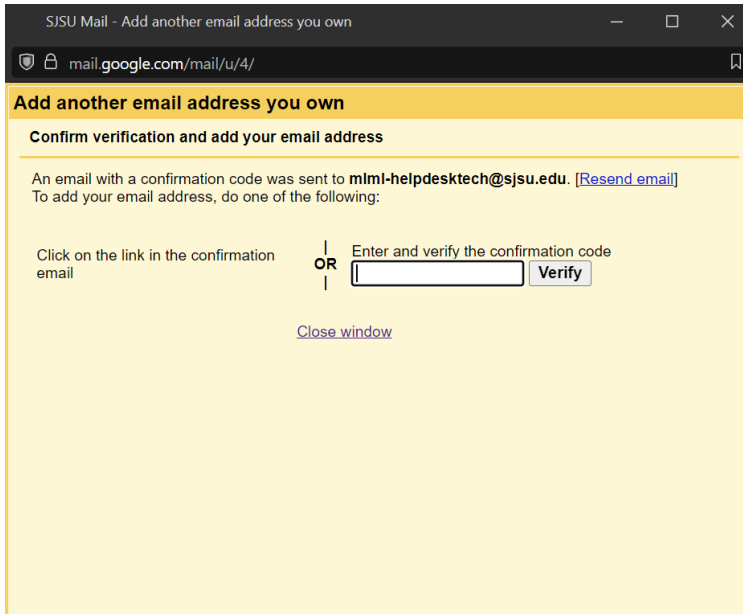
[Add a mail account](#)

6. In the pop-up window, enter your **name** and the **address** you want to send from. Leave treat as an alias checked.

The screenshot shows a web browser window titled "SJSU Mail - Add another email address you own". The address bar shows "mail.google.com/mail/u/4/". The page has a yellow header with the title "Add another email address you own". Below the header, it says "Enter information about your other email address. (your name and email address will be shown on mail you send)". There are two input fields: "Name:" and "Email address:". Below these fields, there is a checkbox labeled "Treat as an alias." which is checked, followed by a link "Learn more". Below that is a link "Specify a different 'reply-to' address (optional)". At the bottom, there are two buttons: "Cancel" and "Next Step »".

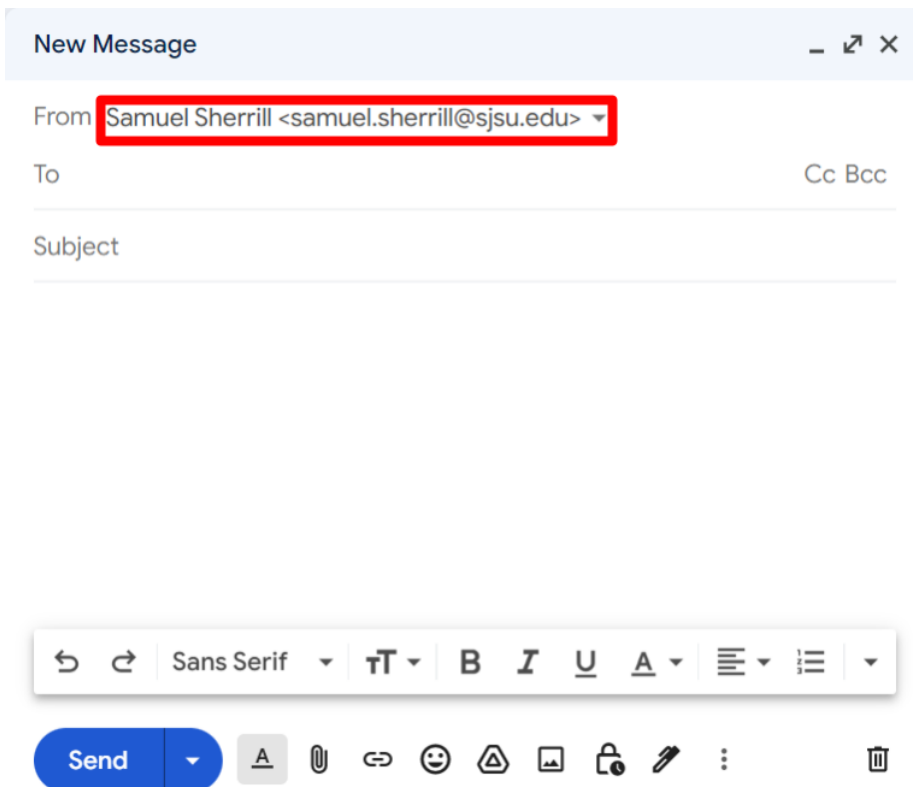
7. Click **Next Step** and **Send verification**

8. Check the address you are adding for the verification email and click on the link or enter the verification code in the pop-up window.



Sending Emails using an Added Address or Alias

1. Click **Compose** in the top left corner to start a new email draft
2. Click the **From** address line located above the **To** address line. A dropdown menu will appear to change the email.



3. To test that you were successful, you can send an email to yourself from the newly added address.

4. **Note:** Sending emails from a Google Group or Alias are the same once the address has been added to your account.

For more information and troubleshooting, visit this [gmail help website](#).

Revision #5

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